

Sample Parent/Guardian Letter

Dear [parent/guardian name],

The teachers and administrators at our school are committed to supporting students' educational needs. As part of this commitment, our teachers will be meeting individually with all students to do a brief assessment as a progress check on their reading skills. The purpose of this assessment is to find out what students have learned and can do independently and what we still need to teach. With the changes in our past school year your child may have forgotten some things and that's typical. We typically do this assessment with each student in person, but this year we will be doing the assessment through a virtual meeting. To make this happen we will need help from an adult at your home. The meeting will take approximately 15-20 minutes including set up. Please select the best time for you and your child on this Google Doc link [insert link or hyperlink].

Here are the materials you will need:

1. Computer, laptop, or tablet. Headphones or earbuds, computer speaker and microphone are fine too. Alternatively have a phone available for audio.
2. Internet connection
3. Quiet space free from distractions as much as possible
4. If you have received a packet of materials identified for use during this session please have that available. It contains a few papers you will leave with the child. The packet of materials for the meeting session should not be opened before the session.
5. If your child wears glasses or hearing aids please make sure they have them for this session.
6. If your child has a 504 or IEP that includes testing accommodations, please contact the school for further guidance on accommodations.

Laptop, desktops and tablets are all great options. A mobile phone will be too small for the student to complete the tasks, but may be workable for those tasks that only need audio. You may need to stack a laptop on books or some other creative solution so please take a few minutes before our meeting to have that ready. If using a tablet please have a stand or a way for the child to see it upright.

Here is what you (or the adult who will be helping) will need to do:

1. If possible, please set up your computer and phone in a space with minimal distractions.
2. Make sure the internet connection, microphone/speaker or headphones and computer camera are working, and that the camera is in a position to see the student and for the student to be able to see the screen at eye level
3. Standby for a quick audio and camera check before we get started.
4. If a packet of papers has been provided for the meeting, set the papers face down in front of the student. (If you need papers they will be provided before the meeting.)
5. If your child is in kindergarten or first grade, or if you think your presence will help your child to stay focused and pay attention, you are invited to stay for the assessment. During the assessment, you may help your child to pay attention, but it is important that the student answer all of the questions and do all of the reading

independently, that is, without any help. By seeing what students can and cannot do independently your child's teachers will better know how to tailor their instruction to meet your child's needs.

If you have any questions please feel free to reach out by phone or email.